



Job Opportunity

State Controller's Office

Position: Student Assistant

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: February 7, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Susan Lash, (916) 322-1812

Who May Apply: Students who are currently enrolled in a minimum of six units of college courses, with a grade point average of 2.0 or better. Must provide original copies of transcripts. Students who do not provide copies of transcripts will not be considered.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-560-4870-960
Ref 0207.BTA5

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With close supervision provided by a Staff Services Manager I, and after the appropriate introductory training of expectations and civil service employment, the student will assist in providing technical responses to taxpayers regarding the Property Tax Postponement (PTP) program. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Perform preliminary research and analysis on tax sales to ensure compliance with the Revenue and Taxation Laws;
- Research, track, and input tax sale documents into access database;
- Respond to inquiries and prepare correspondence to tax administrators and other county staff;
- Review, analyze, and evaluate claim documentation to determine eligibility for the Property Tax Postponement (PTP) Program;
- Provide technical assistance to the general public, county staff, and title companies concerning PTP Program laws and procedures;
- Provide technical assistance in the revision process of several program publications in electronic and hardcopy formats;
- Process and distribute incoming correspondence;
- Assist with writing procedures for the Bureau;
- Assist with special projects requiring computer skills and other tasks related to various programs within the Bureau of Tax Administration;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Susan Lash

Reference 051-560-4870-960.Ref 0207.BTA5 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).



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